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ANALYSIS OF AVAILABLE APPLICANTS

IN MONTANA

July - December 1970

Montana State Employment Service

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*Research Report #2  
Prepared by the E.S. Research & Analysis Section  
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## I. SUMMARY

Clerical, Sales and Service occupations accounted for 49.4% of the available applicants in Montana's Employment Service local offices. Miscellaneous occupations, the next largest occupational category, account for an additional 16.5%. Structural Work occupations, for the most part construction work, account for 14.7%. (Refer to Table I)

The high number of applicants in Clerical & Sales, and Service occupations reflects the fact that job opportunities are greatest in these fields in Montana and a rapid turnover of employment occurs within these occupations. In addition, Service occupations tend to be seasonal in nature and the sample was taken during a period in which the seasonality of these occupations usually begins.

The relatively low number of available applicants in Processing and Benchwork occupations is primarily due to the lack of industry utilizing these occupations in Montana.

Tables II and III break down the total available applicants into those who were coded as fully qualified and those who were coded as entry or only partially qualified. Under each occupational group those specific occupations which indicated more than 20 available applicants statewide were listed as examples.

## II. ANALYSIS BY OCCUPATIONAL GROUP

- A. Professional, Technical and Managerial - the number of available applicants in this group partially reflects immigration of workers seeking to escape the large metropolitan areas, especially professional people. The only two occupations listed under Table II which show a large enough number of active available applicants to be considered significant are Teachers and LPN's.
1. Teachers - As most hiring of teachers occurs in the months just previous to the start of the school year, 127 active available applicants at this time of year can be considered an indicator of a surplus number of teachers within the state.
  2. LPN's - Although the active file lists 52 available LPN's within the state, known shortages occur within specific areas of the state.
- B. Clerical and Sales - nearly 40% of the available applicants in this group fall into the category of office clerical workers, ranging from file girls to secretaries. Almost one-half of these fall into the Clerk, General Office (219.388) category. No particular significance can be attached to this unless matched against the available openings in the area. It is interesting that of the 1,357 persons who registered under the Clerk, General Office code in the period from July 1, 1970, to December 5, 1970, 562 or 41% are currently active.

- C. Service Occupations - no particular significance can be attached to the numbers of applicants shown under this category due to the seasonality and high turnover rates common in these occupations.
- D. Farming, Fishing & Related - as with Service, seasonality precludes a judgment.
- E. Processing Occupations - total applicants under this category is low due to the fact Montana has little or no industry which utilizes these occupations. In this case 30 Grader Sorters (529.687) could be a surplus if compared with the available job openings which occur in a specified area.
- F. Machine Trades - several occupations could be surplus in this category; i.e., Mechanics (620.281) and Sawmill Workers (667.782) (probably seasonal).
- G. Benchwork Occupations - the lack of industry in Montana utilizing these types of occupations is reflected by the low number of available applicants listed under this occupational group.
- H. Structural Work Occupations - most of the occupations in this category are unionized, seasonal, and employment is dependent on the level of activity in the construction industry. These occupations commonly become surplus or short in a relatively short time depending on the amount of construction work available.

I. Miscellaneous Occupations - this category includes mostly low entry-low skill level occupations not classified elsewhere. These occupations are commonly surplus throughout the year.

### III. CONCLUSIONS

The attached breakdown of available applicants cannot be used as a definite listing of surplus occupations unless compared with the number of job openings that occurred in each occupation during the period. However, it does give an indication that these occupations could be surplus and careful consideration should be given to this fact before counseling an individual to select these vocations.

In addition, training in these occupations should be carefully measured against whether or not a surplus does exist.

Many of the occupations which have a significant number of fully qualified applicants also have a large number of persons at the entry level as shown by Table III.

### IV. SOURCE OF DATA

The source of data for this report was a special ESARS tabulation of available applicants by occupation on December 5, 1970.



TABLE I

AVAILABLE APPLICANTS BY OCCUPATIONAL GROUP AS OF DECEMBER 5, 1970

## Statewide Summary

Occupational Code	Occupational Group	Number of Active Applicants	Number of Inactive Applicants	TOTAL Number of Applicants for Period
0, 1 -	Professional, Technical, and Managerial	930	2,978	3,908
2 -	Clerical & Sales	3,815	5,808	9,623
3 -	Service	3,587	5,238	8,825
4 -	Farm, Fishing, & Related	888	1,872	2,760
5 -	Processing Occupations	186	736	922
6 -	Machine Trades	741	1,236	1,977
7 -	Benchwork Occupations	158	184	342
8 -	Structural Work Occupations	2,214	3,795	6,009
9 -	Miscellaneous Occupations	2,473	4,659	7,132
TOTAL - All Occupations		14,992	26,506	41,498

*Number of Active Applicants is an unduplicated count of those persons who have registered or renewed within the last 30 days.*

*Number of Inactive Applicants is an unduplicated count of those persons who have registered since July 1, 1970, but have not renewed in the last 30 days.*

*TOTAL Number of Applicants indicates the total number of different individuals who have registered since July 1, 1970.*

TABLE II

FULLY QUALIFIED AVAILABLE APPLICANTS BY OCCUPATION AS OF DECEMBER 5, 1970

## Statewide Summary

Occupational Code	Occupation	Number of Active Applicants	Number of Inactive Applicants
0, 1 -	<u>Professional, Technical and Managerial</u>	819	2,796
003.181	Electrical Technician	13	29
018.188	Surveyor Instrumentman	14	21
018.587	Rodman	12	23
018.687	Chainman	16	28
020.188	Statistician	11	18
075.378	Nurse, General Duty	19	29
079.378	L. P. N.	52	63
091.118	Teacher, Technical Education	20	182
091.228	Teacher, Elementary	127	1,010
092.228	Teacher, Kindergarten	38	341
149.028	Teacher, Art	10	24
153.228	Teacher, Athletic	12	118
160.188	Accountant	23	43
169.168	Clerk, Office Managers	39	54
185.168	Managers (various)	22	31
187.168	Directors & Executives (various)	15	23
189.168	Manager Trainee	49	112
195.108	Caseworker	16	34
196.283	Airplane Pilot (various)	10	11

TABLE II (Cont.)

Occupational Code	Occupation	Number of Active Applicants	Number of Inactive Applicants
2 -	<u>Clerical, Sales Occupations</u>	2,953	4,440
201.368	Secretary	151	238
202.388	Stenographer	96	149
209.388	Clerk-Typist	375	547
210.388	Bookkeeper	225	237
211.368	Cashier	44	61
211.468	Desk Clerk	28	69
212.368	Teller	27	19
213.382	Digital Computer Operator	15	19
213.582	Keypunch Operator	35	56
215.388	Bookkeeping Machine Operator	13	18
219.388	Clerk, General Office	562	795
219.588	Data Ledger Clerk	21	43
222.387	Shipping & Receiving Clerk	19	30
223.387	Automotive Parts Man	85	137
235.862	PBX Operator	28	42
237.360	Admit., Appt., Info. Clerk	100	152
242.368	Hotel Clerk	22	25
276.358	Salesman (all types)	172	318
289.458	Salesperson, General	173	301
290.478	Sales Clerk	343	543
299.468	Cashier - Checker	101	125
299.887	Stock Girl	32	55

TABLE II (Cont.)

Occupational Code	Occupation	Number of Active Applicants	Number of Inactive Applicants
3 -	<u>Service Occupations</u>	2,793	4,075
301.887	Dayworker	32	56
304.887	Man of all Work	305	527
306.878	Maid, General	45	64
307.878	Nursemaid	209	326
311.878	Waiter - Waitress	683	950
312.878	Bartender	121	151
313.381	Cook, Pastry	178	247
314.381	Cook, Short Order	59	80
315.381	Cook, Dinner	42	57
316.884	Butcher	25	36
318.887	Kitchen Helper	207	297
323.887	Housekeeper	108	183
332.271	Cosmetologist	41	29
355.878	Child Care Attendant	201	264
382.884	Janitor	117	171
4 -	<u>Farming, Fishing &amp; Related</u>	842	1,719
413.884	Ranch Hand	161	389
421.887	Farm Hand, General	509	1,032
441.384	Forester Aid	26	41

TABLE II (Cont.)

Occupational Code	Occupation	Number of Active Applicants	Number of Inactive Applicants
5 -	<u>Processing Occupations</u>	149	557
529.687	Grader - Sorter (Agriculture)	30	320
6 -	<u>Machine Trades</u>	641	1,122
600.280	Machinist	25	45
620.281	Mechanic (various)	155	219
620.381	Auto Service Mechanic	24	35
620.884	Mechanic Helper	22	42
621.281	Airplane & Engine Mechanic	17	24
625.281	Small Engine Repairman	25	27
667.782	Sawmill Workers (General)	227	483
7 -	<u>Benchwork Occupations</u>	133	165
720.281	Radio - TV Repairman	12	22
8 -	<u>Structural Work Occupations</u>	2,015	3,378
859.883	Operating Engineer	197	212
860.381	Carpenter	122	248
869.884	Roustabout	182	386
869.887	Construction Worker	843	1,436
899.381	Building Maintenance Man	31	42

TABLE II (Cont.)

Occupational Code	Occupation	Number of Active Applicants	Number of Inactive Applicants
9 -	<u>Miscellaneous Occupations</u>	2,070	3,760
905.883	Truck Driver, Heavy	297	448
906.883	Truck Driver, Light	91	138
915.867	Service Station Attendant	225	340
920.887	Marker - Packager	83	156
922.887	Lumber Handler	258	444
929.887	Material Handler	533	1,071
940.884	Logger, All-Round	75	177

TABLE III

PARTIALLY QUALIFIED AVAILABLE APPLICANTS BY OCCUPATION AS OF DECEMBER 5, 1970

## Statewide Summary

Occupational Code	Occupation	Number of Active Applicants	Number of Inactive Applicants
0, 1 -	<u>Professional, Technical, and Managerial</u>	111	182
079X378	Dental Assistant	16	9
19X268	Credit Analyst	40	84
2 -	<u>Clerical, Sales Occupations</u>	862	1,368
201X368	Secretary	33	29
202X388	Stenographer	22	19
209X388	Clerk-Typist	58	42
209X588	Clerk, General	25	65
21X388	Bookkeeping Machine Operator	42	83
219X388	Clerk, General Office	147	183
289X458	Sales Person, General	47	53
290X478	Sales Clerk	165	206
3 -	<u>Service Occupations</u>	794	1,163
3X878	Various Domestic Services	49	276
3X887	Various Domestic Services	87	83
30X878	Various Domestic Services	177	---
31X878	Various Hotel & Restaurant Occup.	30	41
311X878	Waiter - Waitress	162	282

TABLE III (Cont.)

Occupational Code	Occupation	Number of Active Applicants	Number of Inactive Applicants
4 -	<u>Farming, Fishing &amp; Related</u>	46	153
421X883	Farm Hand, General	19	39
5 -	<u>Processing Occupations</u>	37	159
529X687	Grader - Sorter (Agriculture)	30	140
6 -	<u>Machine Trades</u>	100	134
620X281	Auto Mechanic	33	38
7 -	<u>Benchwork Occupations</u>	25	19
720X281	Radio - TV Repairman	14	5
8 -	<u>Structural Work Occupations</u>	199	417
8X887	Various Entry Structural Occup.	32	85
859X883	Operating Engineer	28	15
86X887	Various Entry Construction Occup.	39	80
869X887	Construction Worker	51	117
9 -	<u>Miscellaneous Occupations</u>	403	899
915X867	Service Station Attendant	49	48
92X887	Various Wrappers & Packers	143	400
920X887	Various Wrappers & Packers	36	77
922X887	Lumber Handler	68	152
929X887	Material Handler	32	53





